



# ARMY CONTRACTING COMMAND

*National Capital Region Contracting Center*

## ***How to Select the Best CHES Contract Vehicle for Your Requirement***

**LandWarNet, CHES Track Session  
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# Topics

- Scopes of the CHESSE contracts
- How to select the contract vehicle that best fits your requirement
- Process for ordering from the CHESSE contracts
- Questions



# Contract Scope

- Defines what items or services can be purchased under a contract
- Defines where products can be delivered and where services can be performed
- Defines what organizations can place orders off the contract
- Cannot be changed after contract award
- Scope determinations made by Contracting Officers



# CHES Hardware Contracts – ADMC-2

- Commercial-off-the-shelf (COTS) IT Hardware
  - ✓ Desktops
  - ✓ Laptops
  - ✓ Thin Clients
  - ✓ Ruggedized devices
    - Laptops
    - PDAs
  - ✓ Printers/Document Processors
  - ✓ VTC products
  - ✓ Products added by PCO through Technology refresh process
  - ✓ Related Accessories
  - ✓ Related Fixed Price Services – non-complex, do not require detailed SOW
    - Installation
    - Site Survey
    - System Configuration
    - Integrations
    - Image blasting and Custom Imaging
    - Asset Tagging
    - Asset Disposition



# CHES Hardware Contracts – ITES-2H

- COTS IT Hardware End-to-End Solutions
  - ✓ Servers
  - ✓ Storage Systems
  - ✓ Workstations
  - ✓ Thin Clients
  - ✓ Networking equipment
  - ✓ Network Cables, Connectors, and Accessories
  - ✓ Network Printers/Document Processors
  - ✓ VTC products
  - ✓ Desktops and Notebooks – for the fielding of a complete system or part of total solution
  - ✓ Products added by PCO through Technology refresh process
  - ✓ Related items required to complete an ITES-2H solution
  - ✓ Related Fixed Price Services that enable the capability to provide end-to-end solutions
    - System Configuration and Integration
    - Physical Site Analysis
    - Installation and Relocation
    - High Availability Configuration
    - Legacy equipment warranty/maintenance related to integration of equipment procured under ITES-2H



## **CHES Service Contracts – ITES-2S**

- Full Range of Information Technology Services and Solutions
- Task Areas include (but are not necessarily limited to):
  - ✓ Business Process Reengineering (BPR);
  - ✓ Information Systems Security;
  - ✓ Information Assurance;
  - ✓ Information Technology Services;
  - ✓ Enterprise Design, Integration, and Consolidation;
  - ✓ Education/Training;
  - ✓ Program/Project Management;
  - ✓ Systems Operation and Maintenance
  - ✓ Network Support.
- Subtask areas are detailed in Section C of the Contract

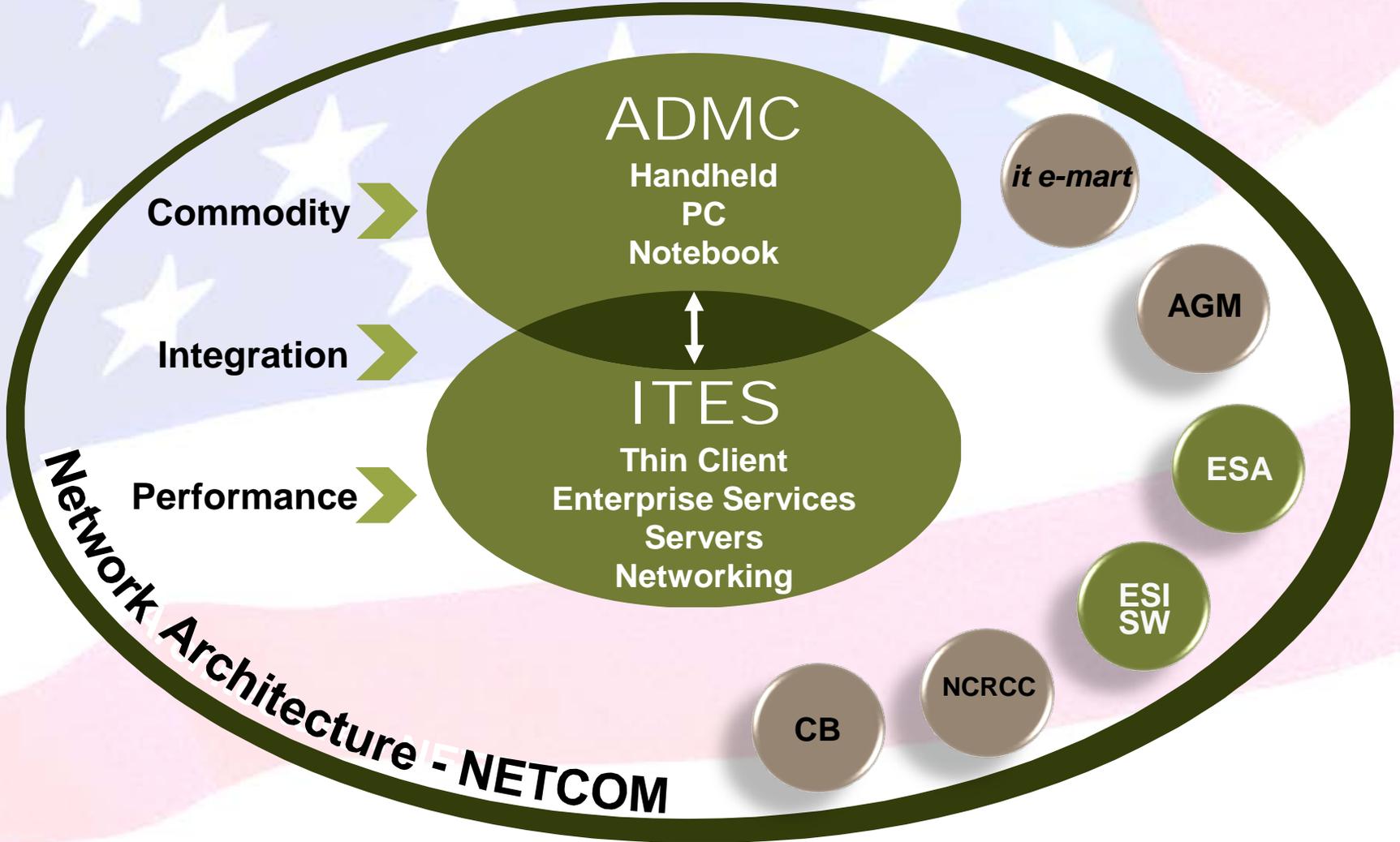


# How to select the contract vehicle that best fits your requirement

- Define your requirement, including your IGCE
- Understand Scope of the CHESSE Contracts
  - ✓ Areas where they overlap
  - ✓ How to interpret scope in areas of potential confusion
- Work with your Contracting Officer to pick the best contract vehicle



# Scope Overlap within CHESS





# CHES Contract – Areas of Potential Scope Confusion

- Thin Client
  - ✓ Solution requiring server – ITES-2H
  - ✓ Requirement for Thin Client and monitors – ADMC-2
- Desktops and Notebooks
  - ✓ Notebooks, Printers – ADMC-2
  - ✓ Notebook, Server, Networking Cables – ITES-2H
- Solutions requiring Services and Hardware
  - ✓ What Percentage of the effort is for services, hardware?
  - ✓ Are services more closely aligned with ITES-2S task areas or those described in ITES-2H scope?
- Warranty/Maintenance for legacy equipment
  - ✓ Soon to be covered under ITS-SB
  - ✓ In the meantime
    - ITES-2H when warranty is related to integration of equipment procured under ITES-2H
    - ITES-2S when warranty is for legacy systems maintenance



# CHESSE Contracts – Areas of Potential Scope Confusion

- Commercial Software
  - ✓ Licenses and Maintenance Only
    - Check DoD ESI Agreements – order off agreement if available
    - Not on DoD ESI Agreement
      - Get CHESSE Waiver
      - Compete Requirement on ADMC-2 or ITES-2H
  - ✓ Software to complete solution
    - Utilize decision process on slide 8 to decide on ITES-2H or ITES-2S
    - Check DoD ESI Agreements – if available, include requirement in RFQ or TOR for Contractor to utilize ESI agreement
      - Authorize to purchase from Government Source IAW FAR 51.102



# Ordering Process Steps

- Selection of the appropriate Contract/BPA
  - CHESSE it-emarket, <https://chess.army.mil/>
  - CHESSE/NCRCC assistance
- Competition requirements
  - Indefinite Delivery/Indefinite Quantity (ID/IQ)
  - BPA
- Processing Orders
  - SPS/PD2
  - Ordering Guides





# ***CHES*** Advantages

- No Fee
- Negotiated discounts and labor rates on contracts
- Leverage Army Buying Power
- Compliance with DoD and HQDA policies on Standardization, Interoperability, and Security



# Ordering – ID/IQs

## Hardware and Software

- Fair opportunity, FAR 16.505(b), actions >\$3,000 for Civilian Agencies; DFARS 216.505-70, actions >\$100,000 for DOD
  - ✓ CHESSE it-emarket to view or request quotes
  - ✓ Request quotes directly from Contractors
  - ✓ Consider price and other factors
- Exceptions to fair opportunity
  - ✓ Urgent need
  - ✓ Only one awardee capable
  - ✓ Logical follow-on (if original order gave fair opportunity to all)
  - ✓ Satisfy minimum
  - ✓ Statute authorizes or requires
- Brand name justification
- Document decision, FAR 16.505(b)(4) or basis for exception



# Ordering – ID/IQs (cont'd)

## Services

- Fair opportunity to Compete  
FAR 16.505(b), actions >\$3,000 for Civilian Agencies; DFARS 216-505-70, >\$100K for DOD, same as HW/SW process
- Competitive basis
  - ✓ Provide notice to all contractors, include SOW (or other, e.g. SOO, PWS) and evaluation criteria
  - ✓ Consider price and other factors
- Exceptions to fair opportunity
  - ✓ Urgent need
  - ✓ Only one awardee capable
  - ✓ Logical follow-on (if original order gave fair opportunity to all)
  - ✓ Satisfy minimum
  - ✓ Statute authorizes or requires



## **Ordering – ID/IQs, Services**

- Performance based preferred – if not, approval required IAW AFARS 5137.170-3(a)
- Perform analysis to determine if requirements are bundled and/or consolidated
  - ✓ Consolidation - Compliance and Approval IAW DFARS 207.170
  - ✓ Bundling - Compliance with FAR 7.107
- Proposal submission within 10-30 days
- Document rational for decision
- Document basis for fair opportunity exception
  - ✓ Approval levels - DFARS 216.505-70(b) and FAR 8.405-6(h)



# Ordering – BPAs

## Software (no SOW required)

- FAR 8.405-3(b), actions >\$3,000
- Single BPA, FAR 8.405-3(b)(1)
  - ✓ Orders may be placed directly, if BPA complied with FAR 8.405-1 and 8.405-3(a)
- Multiple BPAs, FAR 8.405-3(b)(2)
  - ✓ Provide requirement & evaluation criteria to an “appropriate number” of BPA holders
  - ✓ Evaluate and make best value decision (FAR 8.404(d))
  - ✓ Place order with best value BPA holder



## Ordering – BPAs (cont'd)

Must Justify when restricting consideration

- to an item peculiar to one manufacturer/publisher (e.g., a particular brand name, product, or a feature of a product, peculiar to one manufacturer).
- A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer. Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's need.



## Ordering – BPAs (cont'd)

Brand Name, documentation requirement

- Document and Approve IAW FAR 8.405-6
  - ✓ Orders Simplified Acquisition Threshold-\$550K – KO Approval
  - ✓ Orders \$550K-\$11.5M – Competition Advocate or official described in FAR 6.304(a)(3) or (a)(4)
  - ✓ Orders \$11.5-78.5M – HCA or an official described in FAR 6.304(a)(3)(i) or (ii)
  - ✓ Orders >\$78.5M – AAE
  - ✓ Post on e-buy



## **SPS/PD2**

- Create an external award for ordering from CHES ID/IQ contracts and BPAs
- Separate process for ID/IQs vs BPAs
  - ✓ ID/IQ
    - Create SF1449 or SF26
    - Create Delivery/Task Order
  - ✓ BPA
    - Create DD1155
    - Create BPA Call
- Step by Step instructions available on it-emarket under contract guidance



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